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9 July 1970

MEMORANDUM FOR: Group and Staff Chiefs

SUBJECT : Headquarters Building Tours

1. A program has been approved to brief the spouses of CIA staff employees and to permit them to visit the Headquarters building. The program will not include contract employees, relatives other than the spouse or attached personnel from other agencies such as DIA.

2. Tentative plans call for DDI components to attend the last three Saturdays in August. There will be one group of 500 scheduled to attend each Saturday at 10 or 10:30 a.m. and another group of 500 to begin their tour at about 12 noon. The schedule will be something like this:

20 minutes - Welcoming address by DDI or ADDI and tour briefing

35 minutes - Film "Need To Know"

60 minutes - Tour library and historical display first floor

3. Lunch will be sold in the cafeteria and employees are invited to take their spouses. Following the program, employees working in the Headquarters building will be able to show their offices to their spouses, subject to any limitation imposed by the location or component. There has been no decision reached as yet about visits to offices outside of Headquarters, including [redacted] We will be advised as additional plans are made.

4. The DDI Administrative Staff has requested that NPIC indicate the number of employees who would be interested in attending this program. Please ask your Division secretaries to obtain the best estimate they can from their personnel and report back through the Group secretaries to the Personnel Branch, [redacted] by close of business Monday 13 July 1970.

[redacted]  
Chief, Personnel Branch, SS

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